

Business Licensing Guide

Business Licensing Guide



Community Development Department
Business License Division

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www.reno.gov/businesslicense

Introduction

The Business License Division assists the public by ensuring businesses operating within Reno are properly licensed and are compliant with all applicable codes, regulations and health, safety and zoning requirements. This process includes coordinating license application review and approvals from all appropriate agencies which may include, but is not limited to, building, planning, fire, police, environmental control, city council and relevant district, county and state agencies. Through our *Business First Program*, we accept appointments to allow business owners the ability to meet face-to-face with essential resources to facilitate the business licensing process. All City of Reno business license applications and forms are available in our office, online or via email by request. Contact our office for additional information.

The business licensing guidelines are designed to assist individuals desiring to operate a business in the City of Reno to obtain proper licensure.

The City will evaluate whether to grant any proposed business license pursuant to Reno Municipal Code (RMC) Title 4 and Title 5 after the applicant has provided all documents required by RMC, agreed to any conditions of the license required by the City and paid all applicable fees, including the initial nonrefundable application fee per the adopted fee schedule.

Business License Application Requirements

Business license applicants must first obtain the following items numbered 1 through 4 prior to submitting an application for a City of Reno Business License:

1. **State Business License Business.** Per NRS 364A, all applicants must register with the Nevada Secretary of State's Office for the Nevada State Business License. You may register online at www.nvsilverflume.gov or in person at their office located at 202 North Carson Street in Carson City. Additional information may be found by calling their office at (775) 684-5708.
2. **Nevada State Department of Taxation.** Per NRS 360, all applicants must register with the Nevada Department of Taxation. You may registration online at www.nvsilverflume.gov or in person at their office located at 4600 Kietzke Lane Bldg L #235 in Reno. Additional information may be found by calling their office at (866) 962-3707.

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3. **State Industrial Insurance:** Per NRS 616, all applicants must submit proof of compliance with Workers Comp requirements. You may registration online at www.nvsilverflume.gov or submit the Affirmation on Compliance (Form D-25) directly to our office.
4. **Fictitious Name:** Per NRS 602, if your business is utilizing a fictitious firm name (also known as doing business as or DBA) in place of your legal first and last name or a corporate name filed with the Nevada Secretary of State, the name must be registered with the Washoe County Clerk's Office. You may register at their office located at 1001 E 9th Street Bldg A, in Reno. Additional information may be found by calling their office at (775) 784-7260.

Business license applications must have proof of the above items submitted together with the attached Application Checklist and all items on the checklist along with appropriate license, application and inspection fees at the time of submission.

Submitting the Application Packet

Business License applications may take 4 to 12 weeks to process depending on the business activities and necessary approvals. Please plan accordingly and please ensure that all required forms are included in the packet and submitted with your completed application to avoid delays in processing. Incomplete applications **cannot be accepted** until all necessary information is provided to the Business License Division and all appropriate fees are paid. Initial application and review fees can vary depending on reviews needed and description of business. We recommend calling the Business License Division for an accurate fee quote. You may submit your application in person or by mail to the City of Reno Business License Division.

Once your application is complete and has been accepted, the Business License Division will start the licensing process by notify the appropriate departments to review your application. If a site visit is required, staff from the appropriate department will contact you to schedule the inspection. The Business License Division will complete the final approval once all reviews and inspections are complete and all City fees are paid in full.

Planning Division

Planning review is required for every business license application with a physical address in Reno. The Planning Division will review the address provided to ensure that your business description meets zoning code requirements for that location. Certain uses may require a Special Use Permit, subject to review and approval by the City Planning Commission. For questions, please contact Community Development - Planning Division at (775) 321-8309.

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Building Division

Building review is required for businesses that are making any construction changes to the business location or changing the use of the previous business (if any) in that location. If you have already completed the building permit process, this review will verify the approved building inspections and the issuance of building permits. **If building permits are still required, the business license application will not be approved until the permits have been completed and signed-off.** For questions, please contact Community Development - Building Division at (775) 334-2063.

Fire Department

Fire prevention review is required for all businesses at a commercial location which are not considered a shared use space (i.e. renting a space in an existing business such as a hair salon, insurance agency, etc). Fire review may also be required for certain home-based businesses such as group homes, etc. For questions, please contact the Fire Prevention Division at (775) 334-2300.

Washoe County District Health

District Health review is required for all businesses that are conducting food service or otherwise impacting public health (i.e. childcare, schools, recycling centers, hotels/motels, etc.). District Health will review any impacts on public health. If you have already completed the District Health Permit Process this review will verify the approved health inspections and the issuance of health permits. **If health permits are still required, the business license application will not be approved until permits have been completed.** For questions, please visit www.co.washoe.nv.us or contact the Washoe County Health District at (775) 328-2434.

Environmental Control

Environmental Control review is required all businesses that impact the sewer and storm drain systems (i.e., food service, auto repair shops, car washes, dry cleaners, etc.). For questions, please contact Public Works - Environmental Control Division at (775) 334-2350.

Police

Police review is required for businesses that conduct privileged business activities per Chapter 5 of Reno Municipal Code. For questions, please contact the Work Cards Division, 455 East Second Street, (775) 334-3875.

City Council

Council review is required for business whose activities include gaming, liquor, pawnbroker, secondhand merchandise, escort services, and interactive cabaret.

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Business License Application Checklist

Business Activity Type:	
INCLUDED	REQUIRED
	Proof of State of Nevada Business License
	Proof of Nevada Sales and Use Tax Permit
	Proof of Affidavit of Compliance with Industrial Relations Requirements
	Proof of Washoe Fictitious Name Filing
	Annual Business License Application
	Business Review Form
	Privileged Business License Application (if applicable)
	All applicable fees (Call Business License Division at 775.334.2090 for accurate fee quote)

Fees

Application Fees Due at time of Submittal		
Application Processing Fee	\$ 25.00	
License Fee	\$ _____	Compute from table below
Penalty (50% of license fee)	\$ _____	If business has commenced, add penalty
Planning Review Fee	\$ _____	Commercial Locations \$70 Home-Based Locations \$30
Fire Inspection Fee	\$ _____	If applicable: \$91. <i>Please note that additional fees may be required based on occupancy type and operational permits to be determined by the Fire Inspector at time of inspection.</i>
Environmental Control Fee	\$ _____	If applicable: \$167. <i>Please note that additional fees may be required based on the hazard class code to be determined by the Environmental Control Inspector at time of inspection.</i>
Other	\$ _____	
TOTAL FEES DUE		\$ _____

COMPUTE LICENSE FEES BASED ON GROSS RECEIPTS:	
<u>If Total Gross Receipts are:</u>	<u>Then Fee is:</u>
\$0 through \$20,000	\$ 60.00
\$20,001 through \$100,000	\$130.00
\$100,001 through \$5,000,000	.00085 times amount over \$100,000 plus \$130
Over \$5,000,000	.00065 times amount over \$5,000,000 plus \$4,295

Proof of Submission

Date application received:

Accounting Assistant name:

Accounting Assistant contact:

Account number:

Reviews to Be Completed

- | | |
|---|---|
| <input type="checkbox"/> Planning/Zoning review | <input type="checkbox"/> Washoe County Health review |
| <input type="checkbox"/> Building review | <input type="checkbox"/> Environmental Control review |
| <input type="checkbox"/> Fire review | <input type="checkbox"/> Police review |
| | <input type="checkbox"/> Council review |

Reno Municipal Code (RMC) Reference Information

RMC may be viewed in the City of Reno City Clerk's Office or by going online to www.municode.com. The Business License Division strongly recommends that all owners become knowledgeable about the sections of RMC that govern their business activities in Reno.

General Business Activities

- 4.04 - Business License Code
- 4.05 - Mobile Vending Units

Privileged Business Activities

- 5.05 - Privileged License and Permits Code
- 5.06 - Adult Interactive Cabarets
- 5.07 - Alcoholic Beverages
- 5.08 - Pawnbrokers and Secondhand dealers
- 5.09 - Auctions and Auctioneers
- 5.10 - Escort and Out Call Services
- 5.11 - Gaming
- 5.12 - Peddlers, Solicitors and Temporary Merchants
- 5.15 - Sidewalk Vendors
- 5.16 - Towing and Booting Companies
- 5.17 - Vehicles for Hire
- 5.19 - Tobacco Paraphernalia Retailer
- 5.21 - Medical Marijuana Establishments